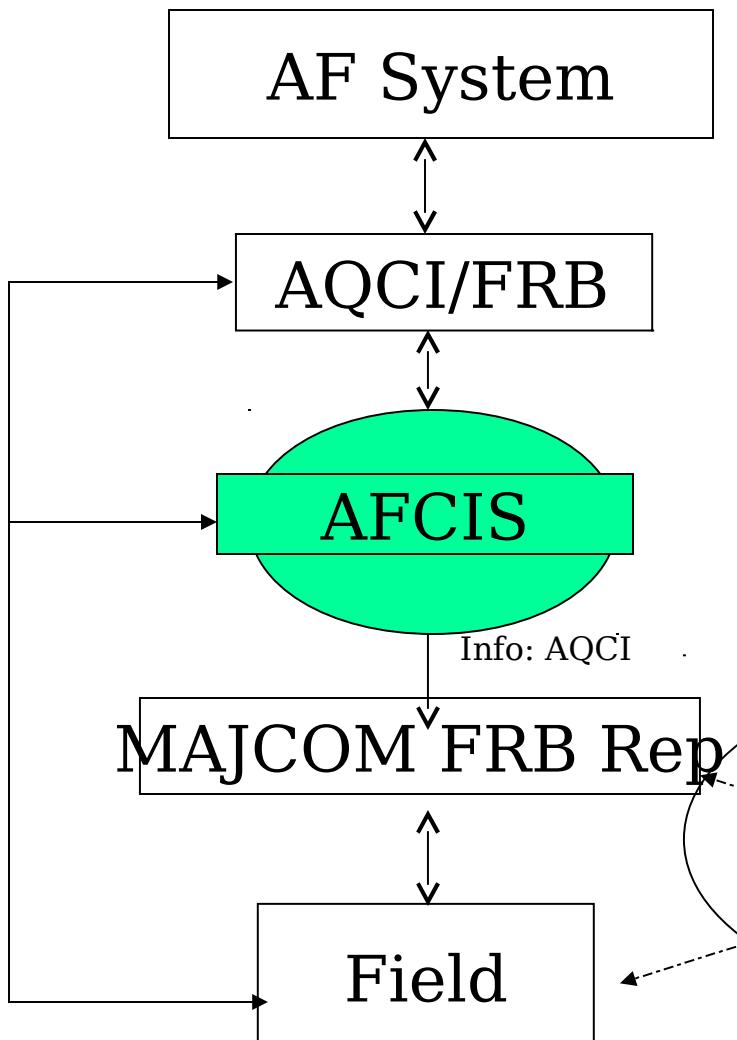




Proposed Requirements Review Process - AF Internal



Issue: Need formal requirements review process for AF internal systems

FRB will define, document and submit, champion, review, and vote (if necessary) on system/technical requirements. This process may also be used to address procedural or policy concerns as well as initiatives that arise from the CSB or AoA effort.

The Process:

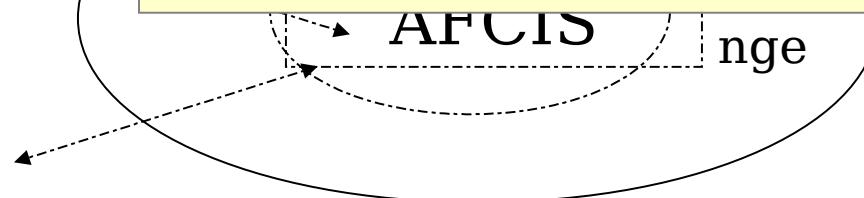
Field members should submit requirements to their FRB members and the FRB member will review the requirement and forward it to AFCIS if warranted with an info copy to SAF/AQCI. When preferred, the FRB member may allow field members to submit requirements directly to AFCIS with an info copy to the FRB member. If submitted directly to AFCIS without FRB member knowledge, AFCIS will inform the FRB member and SAF/AQCI.

AFCIS will review the requirement and make a recommendation to the FRB member, AQCI, and the FRB as a whole when needed.

At times AFCIS may need to be in direct contact with experts in the field for testing and other functional/technical expertise.

Bottom-line:

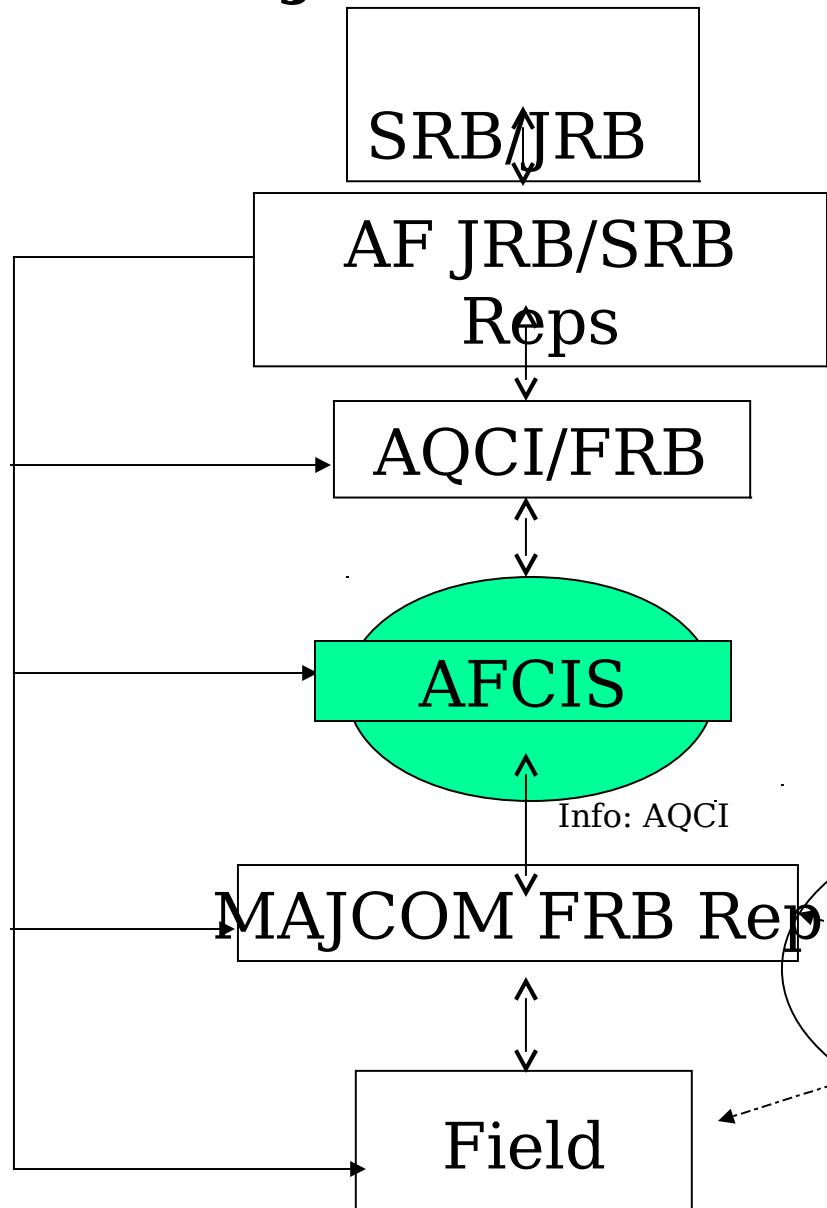
Formalized process to establish and maintain requirements for AF internal systems. Once normalized, everyone will know how to get info up the chain and capabilities into the systems.





Proposed Requirements Review Process

JRB/SRB



Issue: Need formal communication system between FRB & JRB/SRB on system requirements

Resolution: Take steps to improve communications as follows:

- Reduce Lead Time. FRB has 5 days to review each new issue. If the issue cannot be resolved, it will be forwarded to the Air Force JRB/SRB representative(s) for discussion with the JRB/SRB.
- Collaborate On-Line. FRB members can be given access to the CACI collaboration tool “Project in a Box” containing PD2 4.2.3 design documents -- FRB members should send comments on design documents by email to the Air Force JRB/SRB representative within 5 days of posting.
- Establish Standing Meetings. The FRB and JRB/SRB shall meet monthly to discuss issues of concern.
- Expedite Clarification. AF JRB/SRB Rep and AFCIS may need to directly contact field experts on hot issues.

Bottom-line: Formalized process to establish and maintain lines-of-communication from the field to the JRB/SRB. Once normalized, everyone will know how to get info up the chain. Issues will no longer be worked Ad-hoc by JRB/SRB because normal meeting will be built into the JRB/SRB schedule.

Online forum will allow free flow of ideas and issues that all can see, w/o elevating to JRB/SRB level

